



## IC Memorandum 15-34

Commonwealth of Kentucky  
Personnel Cabinet  
Department of Employee Insurance  
2<sup>nd</sup> Floor, State Office Building  
501 High Street  
Frankfort, Kentucky 40601

Website [kehpn.ky.gov](http://kehpn.ky.gov)

To: KEHP Insurance Coordinators (ICs)  
From: Department of Employee Insurance (DEI)  
Re: Open Enrollment Cleanup  
Date: October 27, 2015

Another Open Enrollment has ended and now the cleanup begins.

- More than 6,000 members need to take action
  - 2,100 members have a General Purpose HRA for 2015 and did not re-enroll so they are currently defaulted into the Standard CDHP single coverage level.
  - 4,300 members have an FSA for 2015 but did not re-enroll.
- A reminder from OE IC Training -- ICs can enter Open Enrollment apps into KHRIS as long as the application is signed by October 30.
- All applications must be entered into KHRIS by November 15.
- Starting next week, if someone missed Open Enrollment, they will need to file a grievance and grievances are reviewed on a case-by-case basis.
- The Open Enrollment file goes to Anthem on November 23 and ID cards (for people who re-enrolled) will be mailed the week of November 29.

